

FOR FUTURE POSSIBLE ACTION

Exceptions:

1. Delegate to Chiefs of Station authority for acquisition and disposal of vehicles.
2. Delegate to Chiefs of Station authority to approve claims for personal loss or damage up to \$100.
3. Delegate to Chiefs of Station authority to approve claims for personal loss or damage up to \$100.
4. Delegate to Logistics Service Division authority to approve the issue of Class A furnishings and the renovation of space in Headquarters building. *Do*
5. Delegate to Operating Officials authority to approve dependent TDY with employee. *No -*
6. Establish standards and criteria for definition of dependents; delegate authority to Operating Officials for dependent travel.
7. Raise level at which overtime may be approved or establish FY dollar limit by major component.
8. Study the duties of Chiefs of Support to identify areas where more authority might be delegated.

Housing:

1. Establish an Agency housing allowance rate which exceeds the standard Government rate by a fixed percentage, such as 20% excess authorized by AID.
2. Develop Agency housing allowances at Headquarters on annual basis.
3. Adjust housing allowances in terms of number of dependents.
4. Consider an allowance system which would eliminate the need for bookkeeping.

SECRET

Administrative Workload:

25X1A

1. Increase our use of Headquarters based [REDACTED] type administrative operation as presently employed by AF Division.
2. Provide area division with opportunity to resolve prospective suspensions from field assignments before these suspensions are referred to the field by formal dispatch.
3. Provide more extensive admin/financial training of personnel processing for field assignments, including clericals, prospective contract wives, Chiefs of Station, and Chiefs of Base.
4. Establish centralized administrative groups either in the field or at Headquarters for those areas having a concentration of small stations and bases requiring assistance.

Support Career Service:

1. Greater initiative should be taken by the Support Career Service in filling positions which fall in the gray area between Administration and Operations.
2. Identify available developmental working assignments at the GS-7 to GS-13 level.
3. Establish balance between the number of SA type positions and the number of qualified careerists so as to avoid either lack of assignment possibilities or forfeiture of available assignments.